

# **REPORT OF THE COMMITTEE ON WORKFORCE, JOB DEVELOPMENT TRAINING AND OPPORTUNITIES**

## **Public Hearing**

**May 14, 2008**

The Honorable,  
The Board of Commissioners of Cook County

## **ATTENDANCE**

Present: Chairman Collins, Commissioners Sims and Suffredin (3)

Absent: Vice Chairman Schneider, Commissioner Gorman

Also Present: Commissioners Quigley and Peraica; Karen S. Crawford, Director,  
President's Office of Employment Training

Court Reporter: Anthony Lisanti, C.P.R.

Ladies and Gentlemen:

Your Committee on Workforce, Job Development and Training Opportunities of the Board of Commissioners of Cook County met pursuant to notice on Wednesday, May 14, 2008 at the hour of 1:30 P.M. in the Board Room, Room 569, County Building, 118 North Clark Street, Chicago, Illinois.

Your Committee has considered the following item and, upon adoption of this report, the recommendation is as follows:

293650      **PRESIDENT'S OFFICE OF EMPLOYMENT TRAINING (P.O.E.T.)  
WORKFORCE ACTIVITIES AND ACCOMPLISHMENTS REPORT.**  
Transmitting a Communication from Karen S. Crawford, Director,  
President's Office of Employment Training:

Transmitted herewith for your review is the President's Office of Employment Training (P.O.E.T.) Workforce Activities and Accomplishments Report. This report includes information regarding POET's levels of performance in relation to the federally mandated Workforce Investment Act performance measures as well as other program activities and workforce information.

**\*REFERRED TO THE COMMITTEE ON WORKFORCE, JOB  
DEVELOPMENT AND TRAINING OPPORTUNITIES 04-23-08.**

**\*RECEIVE AND FILE TO THE COMMITTEE ON WORKFORCE, JOB  
DEVELOPMENT AND TRAINING OPPORTUNITIES 05-14-08.**

Karen S. Crawford, Director, President's Office of Employment Training (P.O.E.T.), provided a presentation to the Committee on Workforce Job Development and Training Opportunities. (See attachment #1.)

Commissioner Sims voiced concern over the dropout rate in District #5.

Ms. Crawford stated the following: The youth funding stream comes in one lump sum. P.O.E.T.'s Office provides funding to programs for in-school and out-of-school youth. The agencies are submitting proposals to P.O.E.T. to be evaluated. P.O.E.T. evaluates how the in-school youth programs are in fact affecting the dropout rate and the graduation rate. The out-of-school youth programs are run by the schools. Most are run by community agencies which are responsible for identifying, finding and recruiting people who have dropped out and re-engaging them so that they obtain their General Equivalent Diploma and placing them into post-secondary training, college or the military. This is how success is graded.

Ms. Crawford continued to state re-engaging the youth on day-to-day basics is what P.O.E.T. looks for agencies to do in the One Stop Centers. The One Stop Centers welcomes youth to the programs without qualification to go into training or college. P.O.E.T. Office engages the youth to prepare for their GED's and other programs.

Chairman Collins inquired as to how the State Department of Labor obtains their information.

Ms. Crawford responded: Service providers enter information on the participants into the Illinois Workforce Development Systems (IWDS). Participants are identified by their social security number. Additional information related to the participants' employment is pulled from Cook County P.O.E.T. and the State of Illinois. Information is obtained from the providers and from the State of Illinois. The State of Illinois reports to the Federal government.

**Commissioner Sims, seconded by Commissioner Suffredin, moved to Receive and File Communication No. 293650. The motion carried.**

The Secretary informed Chairman Collins that a quorum was present.

Chairman Collins asked the Secretary to the Board to call upon the registered public speakers, in accordance with Cook County Code, Sec. 2-108(dd):

**PUBLIC SPEAKERS**

- 1) Chuck Jenrich – Cook County Workforce Investment Board
- 2) George Blakemore – Concerned Citizen

Chairman Collins thanked everyone in attendance and concluded the meeting.

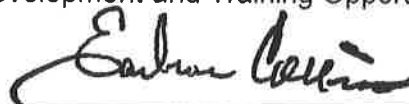
**Commissioner Sims, seconded by Commissioner Suffredin moved to adjourn the meeting. The motion carried and the meeting was adjourned.**

**COMMITTEE RECOMMENDS THE FOLLOWING ACTION WITH REGARD TO THE MATTER  
NAMED HEREIN:**

Communication Number 293650

Receive and File

Respectfully submitted,  
Committee on Workforce, Job  
Development and Training Opportunities



Earlean Collins, Chairman

Attest:

  
Matthew B. DeLeon, Secretary

The complete audio recording of this meeting is available in the Office of the Secretary to the Board, 118 North Clark Street, Room 567, Chicago, IL 60602.

**See Attachment #1**

## **Cook County President's Office of Employment Training**

**Local Workforce Investment Area 7  
South & West Suburban Cook County**



### **POET Activities and Accomplishments Report Program Years 2006 - 2007**

**July 1, 2006 thru March, 2008**

**Submitted by:**

**Karen S. Crawford, Director**



# TABLE OF CONTENTS

## POET ACTIVITIES AND ACCOMPLISHMENTS REPORT

	Page Number
<b>SECTION I – PROVIDER INFORMATION</b>	
A. Performance	-3-
B. Monitoring	-4-
C. Financial	-6-
<b>SECTION II – POET INFORMATION</b>	
A. Transparency and Accountability	-9-
B. POET Internal Measures	-10-
C. Ex-Offender Program	-11-
D. Procurement Schedule	-13-
E. Staff Development	-14-
F. DCEO Update	-15-
<b>SECTION III – WORKFORCE INFORMATION</b>	
A. Drop-Out & Graduation Rates	-20-
B. Unemployment Rates	-23-
C. Business Closures	-24-

## Section I-Provider Information

### A. Performance

Agency Name	2006 Performance	2007 Performance	Agency Name	2006 Performance	2007** Performance
AERO	FAIL	EXCEED	Jobs for Youth	FAIL	N/A
Aunt Martha's Youth Services	EXCEED	N/A	LADSE	EXCEED	EXCEED
African American Christian Found	FAIL	FAIL	LePenseur	FAIL	N/A
Bethel Community Facility	FAIL	FAIL	Maximus	EXCEED	MEET
Bloom High School District # 206	FAIL	FAIL	MACID	FAIL	N/A
CAAN Academy-Nursing	N/A	N/A	Medical Academy	FAIL	FAIL
Central State SER	FAIL	FAIL	MVCC	EXCEED	FAIL
C.E.D.A	FAIL	FAIL	National Able Network	MEET	FAIL
Chicago Federation of Labor	MEET	MEET	NOPD	FAIL	N/A
Chicago Heights Park District	FAIL	N/A	Safer	FAIL	FAIL
City of Harvey	FAIL	FAIL	PLCCA	FAIL	N/A
City of Markham	EXCEED	FAIL	PSC	MEET	EXCEED
Commission on Economic Oppor	FAIL	FAIL	Southland Health Care	EXCEED	FAIL
Ditolio Flexographic Institute	N/A	MEET	South Suburban College	MEET	FAIL
ECHO/TIE	FAIL	MEET	St. Leonard's Ministries	N/A	N/A
Employment & Employer Services	MEET	MEET	Thornton Township	MEET	FAIL
Employment Association Group	MEET	FAIL	Thornton Township HS	MEET	MEET
Homewood Flossmoor HS	MEET	FAIL	Triton College	MEET	EXCEED
Illinois Manufacturing Foundation	N/A	N/A	WRAP, Inc.	FAIL	MEET
Institute del Progreso Latino	FAIL	FAIL	POET	MEET	MEET

\* POET's policy is to not extend funding for those who fail performance two years in a row.

\*\* PY'07 at this time reflects the period July 1, 2007-March 31, 2008.

## Section I-Provider Information

### B. Monitoring

Agency	Date Monitored	Type of Monitoring	No. of Findings	Finding Details	Regulation Violated	Status
Central States Ser	10/3-10/5/07	Fiscal				
African American Christian Foundation	10/10-10/12/07	Fiscal	1	Timesheets are not approved by Director.	A-122 Attachment B 8(m)	Resolved
National Able Network	11/13 -11/15/07	Fiscal	0	N/A	N/A	N/A
Aunt Martha's Youth Service	11/8-11/9 & 11/16/07	Fiscal	1	Expenditures exceeds the budget amounts for line items salaries, fringes, and facility maintenance.	29 CFR part 95.21	Resolved
Medical Academy of Business Technology	11/28-11/30/07	Fiscal	3	1. Close-Out Reports are Incorrect. 2. Undocumented Travel & No travel policy. 3. Inaccurate General Ledger Reporting.	1. 29 CFR part 95.21 (6) 2. A-122 Attachment B 51 (a), 29 CFR 95.2(6), and Attachment A A (2)(g) 3. A-122 Attachment A 2(e), 29 CFR part 95.21 (2), and 95.21	Unresolved-Agency responded to Corrective Action, however the answers where not acceptable.
LePensuer	12/6-12/7/07	Fiscal	2	1. Close-Out Reporting is Incorrect. 2. Cost Allocation Problem.	1. 29 CFR part 95.71 2. A-122 Attachment a (8) (m) 1 and 2 (a-d)	Unresolved
Prairie State College	12/12-12/14/07	Fiscal	2	1. Close-Out Reporting incorrect. 2. agency did not request budget modification for exceeding line item.	1. 29 CFR part 95.71 2. 29 CFR part 95.21	Resolved
Thornton Township H.S. District 205	10/30 -10/31/07	Programmatic	0	None	N/A	N/A
W.R.A.P.	11/27 -11/29/07	Programmatic	0	None	N/A	N/A
P.L.C.C.A.	12/4/2007	Programmatic	4	1. Active goals must be listed in IWDS and placed in the participant's file. 2. Corrective Action has taken place & follow up to witness the corrective action.	Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B	

2. The 1 year limit to record goal outcomes has passed before recording them in IWDS and placed in the participant's file.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

2. PLCCA contacted their POET case manager and had the current services ended, carried over & re-enrolled into a new service.

3. Credentials were not posted on IWDS.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

3. The credential was posted in IWDS.

4. Participant was not listed in IWDS as having Core A services, but had case notes.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

4. The participant was entered into Core A Services based upon case notes entered & the participant is employed

1. 9 out of 27 (33%) participants reviewed did not have Service Strategy records on file or in IWDS.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

1. Commission must ensure that Service Strategy forms are completed for the participants in question, as well as, the information entered on IWDS & placed in the file.

2. There was no proof of income entered in IWDS or the participant's file

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

2. Commission must make sure that there is information on file to verify the income eligibility for the participant.

3. Case notes were not updated

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

3. Updated case notes must be entered on IWDS & placed in the participant's file.

4. Participant was approaching/exceeding 1 year in follow-up services, as well as, exceeding the limit for the (2) participants in question.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

4. Commission submitted a written request to their 1 POET case manager to end the services for the participants in question.

5. The client was dual enrolled under Title 1A and 1D which is allowable, however, the Service Strategy Record did not match the record on IWDS.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

5. Commission must verify this participant's eligibility to ensure that the information reflected on IWDS matches the actual record.

6. The application for the participant was not signed.

Policy Letter 00-12 Change 2 dated 2/22/02; eligibility for Title 1B

6. Commission must ensure that the application for this client is signed.

Commission

12/18 - 12/20/07

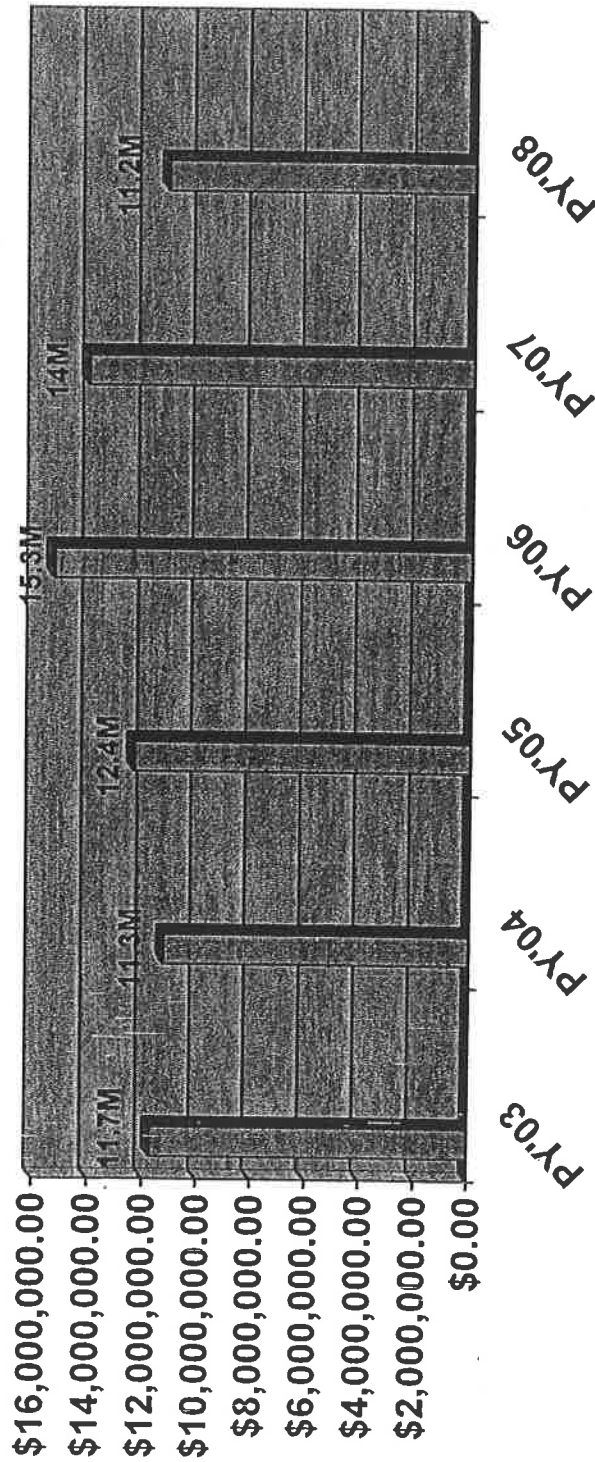
Programmatic

6



Section I- Provider Information  
C. Financial Information

# POET WIA FUNDING TRENDS



AGENCY	Total PY07 Funds	Programmatic	Training	Adult	Dislocated	Youth
AERO Special Education Coo	\$61,144.50	\$61,144.50	\$0.00	\$0.00	\$0.00	\$61,144.50
Bethel Community Facility	\$115,902.00	\$115,902.00	\$0.00	\$17,125.00	\$0.00	\$98,777.00
Bloom High School	\$220,870.79	\$220,870.79	\$0.00	\$0.00	\$0.00	\$220,870.79
Coalition of African American Nursing	\$58,050.00	\$58,050.00	\$0.00	\$0.00	\$0.00	\$58,050.00
Community Economic Development Association	\$742,938.00	\$729,288.00	\$13,650.00	\$121,970.00	\$150,618.00	\$470,350.00
Central State SER	\$638,976.00	\$450,046.00	\$188,930.00	\$184,501.00	\$219,350.00	\$235,125.00
Commission on Economic Opportunity	\$403,439.50	\$325,864.50	\$77,575.00	\$114,133.00	\$92,299.00	\$197,007.50
Chicago Federation of Labor	\$508,650.00	\$238,650.00	\$270,000.00	\$0.00	\$508,650.00	\$0.00
City of Harvey	\$62,231.00	\$38,651.00	\$23,580.00	\$55,801.00	\$0.00	\$6,430.00
City of Markham	\$71,812.50	\$71,812.50	\$0.00	\$0.00	\$0.00	\$71,812.50
Ditillo Flexographic	\$182,499.00	\$182,499.00	\$0.00	\$0.00	\$0.00	\$182,499.00
Employment & Employer Services	\$641,034.90	\$448,944.90	\$192,090.00	\$174,650.40	\$451,099.50	\$15,285.00
Employment Associates Group	\$298,376.00	\$199,338.00	\$99,038.00	\$169,175.00	\$129,201.00	\$0.00
Exceptional Children Have Opportunities	\$98,770.00	\$98,770.00	\$0.00	\$0.00	\$0.00	\$98,770.00
Homewood-Flossmoor High School	\$35,657.24	\$35,657.24	\$0.00	\$0.00	\$0.00	\$35,657.24
Illinois Manufacturing Institute	\$48,375.00	\$48,375.00	\$0.00	\$0.00	\$0.00	\$48,375.00
Instituto Progreso Del Latino	\$141,950.00	\$97,542.00	\$44,408.00	\$60,475.00	\$81,475.00	\$0.00
LaGrange Department of Special Education	\$85,900.00	\$85,900.00	\$0.00	\$0.00	\$0.00	\$85,900.00
Maximus Human Resources, Inc.	\$1,628,618.25	\$1,008,940.25	\$619,678.00	\$849,147.00	\$779,471.25	\$0.00
Medical Academy of Business Technology	\$171,858.00	\$158,315.00	\$13,543.00	\$5,075.00	\$33,675.00	\$133,108.00
Moraine Valley Community College	\$209,528.50	\$187,987.50	\$21,541.00	\$88,516.00	\$11,500.00	\$109,512.50
National Able	\$824,263.00	\$653,888.00	\$170,375.00	\$353,086.00	\$314,195.00	\$156,982.00
Prairie State College	\$297,024.61	\$235,891.61	\$61,133.00	\$238,474.61	\$58,550.00	\$0.00
Safer Foundation	\$126,565.00	\$102,865.00	\$23,700.00	\$62,840.00	\$0.00	\$63,725.00
Southland Health Care	\$365,299.00	\$324,144.00	\$41,155.00	\$215,970.00	\$5,000.00	\$144,329.00
South Suburban College	\$410,874.00	\$409,355.00	\$1,519.00	\$17,450.00	\$106,638.00	\$286,786.00
St. Leonard's Ministries	\$40,000.00	\$3,250.00	\$36,750.00	\$40,000.00	\$0.00	\$0.00
Thornton HS#205	\$47,100.00	\$47,100.00	\$0.00	\$0.00	\$0.00	\$47,100.00
Thornton Township	\$66,944.75	\$66,944.75	\$0.00	\$2,000.00	\$0.00	\$64,944.75
Triton College	\$130,933.32	\$93,100.32	\$37,833.00	\$12,550.00	\$118,383.32	\$0.00
Women's Resource Assistance Program	\$102,152.79	\$96,802.79	\$5,350.00	\$38,114.00	\$0.00	\$64,038.79
LePenseur Youth Services	\$6,250.00	\$6,250.00	\$0.00	\$0.00	\$0.00	\$6,250.00
Aunt Martha's Youth Services	\$28,700.00	\$28,700.00	\$0.00	\$0.00	\$0.00	\$28,700.00
African American Christian Foundation	\$147,650.00	\$147,650.00	\$0.00	\$29,100.00	\$58,550.00	\$60,000.00
Jobs for Youth	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$12,500.00
Midwest Association for Commercial & Industrial Development	\$6,100.00	\$6,100.00	\$0.00	\$3,650.00	\$2,450.00	\$0.00
National Office of Program Development	\$32,525.00	\$32,525.00	\$0.00	\$32,525.00	\$0.00	\$0.00
Chicago Heights, Park District	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00

## Section II-POET Information

### Introduction

POET has worked aggressively to raise public awareness of its job placement and training services, and to reach out to prospective employers in the business community. Since December 2006, POET has placed approximately 800 adult and dislocated workers into jobs with an average salary of \$12.68/hr. On average, that represents roughly eight percent in wage reductions for dislocated workers – compared to the national average of over 20 percent in salary loss. The agency has also worked aggressively in the last year to revise and update fiscal policies and procedures to foster best practices in fiscal oversight.

POET's efforts on behalf of constituencies like people with disabilities has not gone unacknowledged; the agency was recently named the co-recipient along with Operation Access of the prestigious 2007 Henry B. Betts Employment Advocacy Award, presented by the Rehabilitative Institute of Chicago, for a continued commitment in bringing awareness to the employability of persons with disabilities.

## Section II-POET Information

### A. Transparency and Accountability

#### **Mission**

The Cook County President's Office of Employment Training (POET) is committed to assisting suburban Cook County residents with employment training, job placement and educational opportunities. POET makes this possible along with the Cook County Investment Board and through the administration of federally supported Workforce Investment Act (WIA) program.

Labor market and Illinois Skills Match assessment services are also available in the Illinois Employment Training Centers/One Stop Centers.

POET supports the Cook County Board President Todd Stroger's efforts to secure high-paying employment to County residents who are ready and willing to be trained for high growth jobs in the changing economy and encourages those interested to contact one of its service offices in the South and West suburbs.

#### **Enhancements**

Since December 2006, POET has implemented stringent policies and procedures to help ensure the highest levels of accountability and transparency in its fiscal and contracting areas and has diligently worked to eliminate potential conflicts of interest in the assignment of both management and front line staff.

Improved and strengthened fiscal oversight

- POET revised and updated financial policies to strengthen existing checks and balances in an effort to increase transparency on the programmatic use of public funds.
- POET realigned staff to avoid potential conflicts of interest with persons and agencies that regularly do business with POET.

New certification process

- There is a redesigned certification process for all current ITA providers and vendors that also requires re-certification.

Improved monitoring of service providers

- POET recently implemented annual programmatic and fiscal reviews of all service providers.
- POET initiated a series of visits to approved providers using an on site evaluation tool to assess the delivery of training to WIA funded participants.

## Section II-POET Information

### B. POET Internal Measures

## 2008 Department Performance Measures

## Department Number and Title:

518 Cook County President's Office of Employment Training

## Program Title:

Workforce Investment Act

## Program Description:

Federally Funded Employment & Training Program

## Program Objectives:

To Provide employment Services Which Will Lead to Higher Quality Paying Jobs

Reflects POET PY Quarters (July 1, 07-June 30, 08)		First Quarter			Second Quarter			Third Quarter			Est. 2008	
		July	August	September	October	November	December	January	February	March		
Statistics												
Planned Number to be Served												
Number of Clients in Intensive Service		4826	5090	5354	5618	5882	6146	6410	6674	6938	7332	
Number of Clients in Individual Training Accounts		405	457	509	561	613	665	717	769	821	879	
Financial Information												
Annual Budget		\$170,883	\$234,016	\$350,250	\$468,022	\$580,407	\$702,400	\$819,593	\$930,667	\$1,041,000		
Actual Number Served												
Actual Number in Intensive		4953	5085	5283	5308	5444	5498	5600	5767	5978		
Actual Number in Individual Training Accounts		353	373	382	385	399	410	422	449	473		
Efficiencies												
Actual Monthly Expenditures Excludes Obligations		\$503,332	\$1,101,584	\$2,364,986	\$2,741,672	\$3,577,702	\$3,737,446	\$4,250,578	\$4,380,864	\$4,714,884		
Goal 70% Plan vs Actual Expenditures		43%	75%	67%	58%	60%	56%	52%	47%	45%		
Effectiveness												
Goal 80% Plan vs Actual # Enrolled in Intensive		103%	100%	98%	94%	91%	88%	87%	86%	85%		
Goal 80% Plan vs Actual # Enrolled in Individual Training Accounts		87%	82%	75%	70%	68%	62%	59%	58%	58%		
Outcomes												
Average Obs./Per Client/Goal = \$1,915		\$102	\$216	\$447	\$493	\$598	\$608	\$683	\$666	\$680	\$1,915	

## Section II-POET Information

### C. Ex-Offender Program

#### Cook County's Re-entry Initiatives

At the request of Cook County Board President Todd Stroger, P.O.E.T is developing programs to implement the County's re-entry ordinance in three phases which are outlined below.

##### Concurrent with Phase I: Creation of a Re-entry Committee

A key element of the County's ordinance is the creation of a Re-entry Committee. The members of this committee serve at the pleasure of the President and must include one Commissioner as well as a representative of organized labor. Once POET has gathered a list of viable candidates for Phase I and the required language referencing the re-entry program is included in appropriate construction bid documents, we will recommend a slate of potential Re-entry Committee members for the President's consideration..

##### Phase I:

###### Implementation in the 2008 construction season

Phase I will begin this Spring as we distribute applications and compile a list of eligible candidates who already possess union cards. We will match these applicants to bidders willing to participate in this first phase of the re-entry initiatives. Once matched, these applicants may participate in upcoming County-sponsored construction projects during this year's construction season. In addition to these efforts, POET is actively compiling information on WIA recognized registered apprenticeships and other programs that will be used to train applicants in Phase II.

- Develop a pool of applicants who possess union cards.
- Assist the Purchasing Agent in revising bid documents to incorporate re-entry language.
- Provide assistance, as required in communicating program to bidders.
- Match applicants with successful bidders participating in the Cook County re-entry program.

##### Phase II:

###### Implementation in the 2009 construction season

Phase II will begin in 2009 and will involve a much larger pool of candidates who, if chosen, will participate in registered apprenticeship programs which can place them in established unions. These candidates will become part of the available labor pool for 2009 construction projects. POET will provide financial assistance to successful applicants to cover the expenses related to their training in WIA and Union recognized apprenticeship programs and placement in Trade Unions affiliated with the County.

- Get CCWIB direction on apprenticeships and make the necessary revisions to the strategic plan for approval from the State of Illinois.
- Implement recommended registered apprenticeship programs

- Develop a pool of applicants suitable for training and the training institutions.
- Track & Place

### Phase III, the *Green Jobs Initiative*, Implementation in the 2010 construction season

Phase III of the program will give us the opportunity to pursue outside funding so as to build upon the original goals of the County's re-entry ordinance to include other occupations, such as green construction jobs. Phase III, the *Green Jobs Initiative*, will begin in 2010 and will involve youth from the Cook County Boot Camp. These youth will participate in an innovative curriculum, soon to be in development, that will introduce them to environmental issues while they pursue their GEDs and receive pre-apprenticeship training that will allow them to, upon graduation, transition into the registered apprenticeship programs of Phase II.

- Finalize *Green Jobs Initiative* Phase III
- Procure outside sources of funding
- Build partnerships with local organizations (labor, environmental)
- Develop curriculum for Cook County Boot Camp Green Jobs Initiative
- Implement pre-apprenticeship program Cook County Boot Camp
- Transition Boot Camp Graduates into registered apprenticeship programs
- Match successful graduates with bidders participating in the Cook County re-entry program

Upon graduating from Boot Camp participants will enter registered apprenticeship programs, which lead to full union membership and certification as Green Collar Construction Specialists. Participants in the *Green Jobs Initiative* will qualify to participate in the County's construction projects.



## Section II-POET Information

### D. PY'08 Procurement Schedule

3/31	Complete Draft of 2008 WIA RFP for Internal Review
4/7	Complete Internal Review/Forward for External Review (DCEO)
4/9	CCWIB Oversight 1st Meeting for RFP Review & Input
4/17	CCWIB Meeting Discussion of RFP
4/21	Corrections Due from DCEO
4/25	Finalize RFP/Send Legal Notices/Begin Posting Process
4/29	Send Legal Notices/Post to Website
5/6	Host Bidders' Conference
5/13	Mail Questions and Answers
5/6	ALL APPLICATIONS ARE DUE!!
5/9	Log Applications/ Evaluating Team Scheduled
5/9 to 5/11	Due Diligence/Technical Review of Applications by Contracts
5/12 to 5/13	Review Team Meets
5/16 to 5/27	Submit Board Item Draft for 7/22/08 Board Meeting
5/19	Meeting with CCWIB Oversight Committee for Review and Approval
7/22	Cook County Board Meeting - Send to Committee
7/31	Commissioner Collins Committee Meeting
8/8	Send out Award Letters/Budget Plans Requests
8/21	CCWIB Meeting Submit Report
8/27	Responses Due from Potential Providers
9/8 to 9/26	Process Awards
9/3	Formal Submittal Approval
10/1	Begin New Program Year



**Section II-POET Information**  
**E. Staff Development**

**COOK COUNTY P.O.E.T**  
**2007**  
**STAFF DEVELOPMENT**

March 15 & 16, 2007 - Fiscal Training – Back to Basics

April 2-5, 2007 – ETA Grantee Financial & Administration Training

August 27-28, 2007 – WIA Common Measures Training

August 29, 2007 – EAP Stress Management Workshop

October 2007 – Microsoft Word Classes @ South Suburban College

November 2007 – Microsoft Excel Classes @ South Suburban College

November 7-8 & 14-15, 2007 – Case Management Training

December 2007 – Microsoft Power Point Classes @ South Suburban College

December 12-13, 2007 – Case Management Training

**Section II-POET Information  
F. DCEO Update**

**PROGRESS CALENDAR  
IMPLEMENTATION OF CORRECTIVE ACTION BENCHMARKS  
COOK COUNTY PRESIDENT'S OFFICE OF EMPLOYMENT AND TRAINING (POET)**

<u>Benchmarks and Progress Points</u>	<u>Completion Dates</u>	<u>Responsible Person</u>
Benchmark 1: Resolution of Disallowed Costs - \$2.4 million Complete		
Benchmark 2: Service Provider Contract Modification Complete		
Benchmark 3: Reissue 06/07 RFP Under Joint Review Complete		
Benchmark 4: Train POET Service Providers on Performance Standards Complete		
Benchmark 5: Conduct training for LMI Demand Occupations and CSSI Complete		
Benchmark 6: Due Diligence in Monitoring Complete (pending review of submission)		
6-1 Reestablish effective program monitoring procedures. a. Review former program monitoring procedures to identify issues, concerns and weaknesses. b. Develop revised program monitoring	Original: 6/30/07 Revised: 9/30/07  POET to provide description of monitoring process and tool for DCEO	Karen Crawford  Patrick Campbell

<u>Benchmarks and Progress Points</u>	<u>Completion Dates</u>	<u>Responsible Person</u>
<p>organizational and staffing plans.</p> <p>c. Prepare program monitoring prospectus for submission to DCEO for approval.</p> <p>d. Provide monitoring and eligibility training for all POET monitoring staff and complete a plan for ongoing training to ensure staff maintain current information and skills.</p> <p>e. Initiate new program monitoring procedures and staffing plan.</p> <p>f. Initiate and complete internal monitoring for PY04, 05 and 06.</p> <p>g. Provide monitoring reports to DCEO.</p>	<p>review: 8/17/07</p> <ul style="list-style-type: none"> <li>▪ DCEO provides comments on POET's monitoring process and tool: 8/31/07</li> <li>▪ POET to provide DCEO with plan to complete PY04 and PY05 program monitoring: 8/17/07</li> <li>▪ DCEO provides comments on POET's program monitoring plan: 8/31/07</li> </ul>	
<b>Benchmark 7: Conduct Reports Training Complete</b>	<u>Planned</u>	<u>POET</u>
<b>Benchmark 8: Implement Revised Fiscal Policies and Procedures Including Installation of Great Plains Accounting System May 1, 2008</b>	<u>Planned</u>	<u>POET</u>
<p>8-1 Implement revised financial management and accounting systems.</p> <p>a. Develop, confirm and test process improvement procedures for each of the following processes in collaboration with DCEO:</p> <ol style="list-style-type: none"> <li>1. Invoice processing</li> <li>2. Invoice approval</li> <li>3. Employee expense reimbursements</li> <li>4. Cash receipts</li> <li>5. Petty cash</li> </ol>	<p>Original: 6/30/07 Revised: 10/1/07</p> <p><i>Interim Progress Points:</i></p> <ul style="list-style-type: none"> <li>▪ POET submits draft financial management manual to DCEO for review: 6/30/07</li> <li>▪ DCEO provides comments to POET: 7/31/07</li> <li>▪ DCEO provides sample</li> </ul>	<p>Karen Crawford</p> <p>Ray Parrack</p>

[illegible]

<u>Benchmarks and Progress Points</u>	<u>Completion Dates</u>	<u>Actual</u>	<u>POET</u>	<u>Responsible Person</u>
	<u>Planned</u>			
<p>10-2 Reorganize the Local Workforce Investment Board to expand geographic representation, assure private sector leadership and eliminate conflicts of interest.</p> <ul style="list-style-type: none"> <li>a. Develop written appointment procedures and criteria consistent with WIA Policy Letter 06-PL-27 and WIA Notice 06-NOT-09.</li> <li>b. Submit appointment procedures to DCEO for review and approval.</li> <li>c. Prepare and present approved appointment procedures and criteria to the Cook County President.</li> <li>d. Initiate appointment process for new members.</li> <li>e. Prepare and submit Appointment/Reappointment forms to DCEO.</li> <li>f. Appoint new members and convene initial meeting of reorganized Board.</li> <li>g. Establish an agenda of priorities for the new Board. Initial items for this agenda include:               <ul style="list-style-type: none"> <li>1. Develop and submit to DCEO for review and approval a Board staffing plan which is in compliance with DCEO "firewall" policy.</li> <li>2. Review the efficacy of the local service delivery system.</li> <li>3. Review the local strategic plan to identify adjustments needed and</li> </ul> </li> </ul>	<p>Original: 7/31/07 Revised: 9/15/07</p> <p><i>Interim Progress Points:</i></p> <ul style="list-style-type: none"> <li>▪ DCEO provides clarification on appointment requirements necessary to expand geographic representation of Board members: 7/27/07</li> <li>▪ POET submits Board reorganization plan, including Board bylaws and operating procedures to DCEO for approval: 8/15/07</li> <li>▪ DCEO provides comments on POET's Board reorganization plan: 9/1/07</li> </ul>	7/27/07	Karen Crawford	Rebecca Harmon/ Mike Baker

<u>Benchmarks and Progress Points</u>	<u>Completion Dates</u>		<u>Responsible Person</u>	
make changes. 4. Review current policies. 5. Review the MOU to identify needed adjustments and make changes				
10-3 <i>Establish a Cook County Board Workforce Committee to provide effective oversight.</i> a. Define Workforce Committee's oversight role, consistent with the Board/CEO agreement. b. Define optimal Committee size and composition, identify potential members and a possible Chair. c. Present recommendations to DCEO for review and approval. d. Present approved recommendations to the Cook County President for approval. e. Operationalize the Workforce Committee.	<u>Planned</u>  Original: 7/31/07 Revised: 9/30/07  <i>Interim Progress Points:</i> ▪ POET provides description of WIA-specific oversight responsibilities of the Cook County Economic Development Advisory Committee: 9/10/07 ▪ DCEO provides comments on oversight responsibility description: 9/24/07	<u>Actual</u>	<u>POET</u>	<u>DCEO</u>  Therese McMahon

AGREED UPON AND APPROVED

**Section III-Workforce Information  
A. Drop-Out & Graduation Rates\***

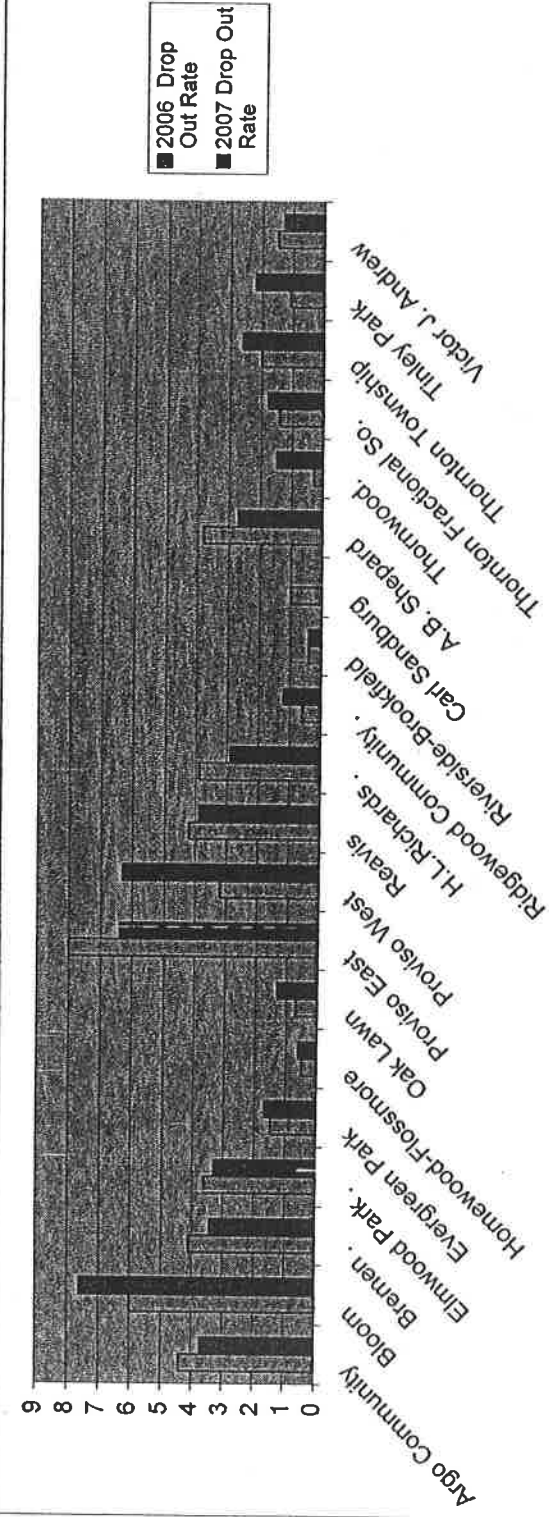
High School	2006 Drop Out Rate	2007 Drop Out Rate
Argo Community	4.4	3.7
Bloom	6	7.6
Bremen	4.1	3.4
Elmwood Park	3.6	3.3
Evergreen Park	1.5	1.7
Homewood-Flossmoor	0.5	0.6
Oak Lawn	0.7	1.3
Proviso East	8	6.4
Proviso West	3.2	6.3
Reavis	4.2	3.9
H.L.Richards	3.9	2.9
Ridgewood Community.	0.6	1.2
Riverside-Brookfield	0.4	0.4
Carl Sandburg	1	0
A.B. Shepard	3.8	2.7
Thornwood.	0.3	1.5
Thornton Fractional So.	1.4	1.8
Thornton Township	2	2.6
Tinley Park	1.1	2.2
Victor J. Andrew	1.5	1.3

High School	2006 Graduation Rate	2007 Graduation Rate
Argo Community	90.8	92.9
Bloom	94.7	78.5
Bremen	94.7	90
Elmwood Park	92.6	93.8
Evergreen Park	94.9	86.4
Homewood-Flossmoor	97	96.6
Oak Lawn	93.4	98.6
Proviso East	82.8	89
Proviso West	77.8	73.8
Reavis	81.2	81.5
H.L.Richards	90.2	89.9
Ridgewood Community	84.1	94.3
Riverside-Brookfield	98.7	97.4
Carl Sandburg	97.5	98.3
A.B. Shepard	90.9	89.7
Thornwood	81.8	82.1
Thornton Fractional So.	90.4	88.2
Thornton Township	76.7	74.1
Tinley Park	94.9	94.5
Victor J. Andrew	94.9	95.1

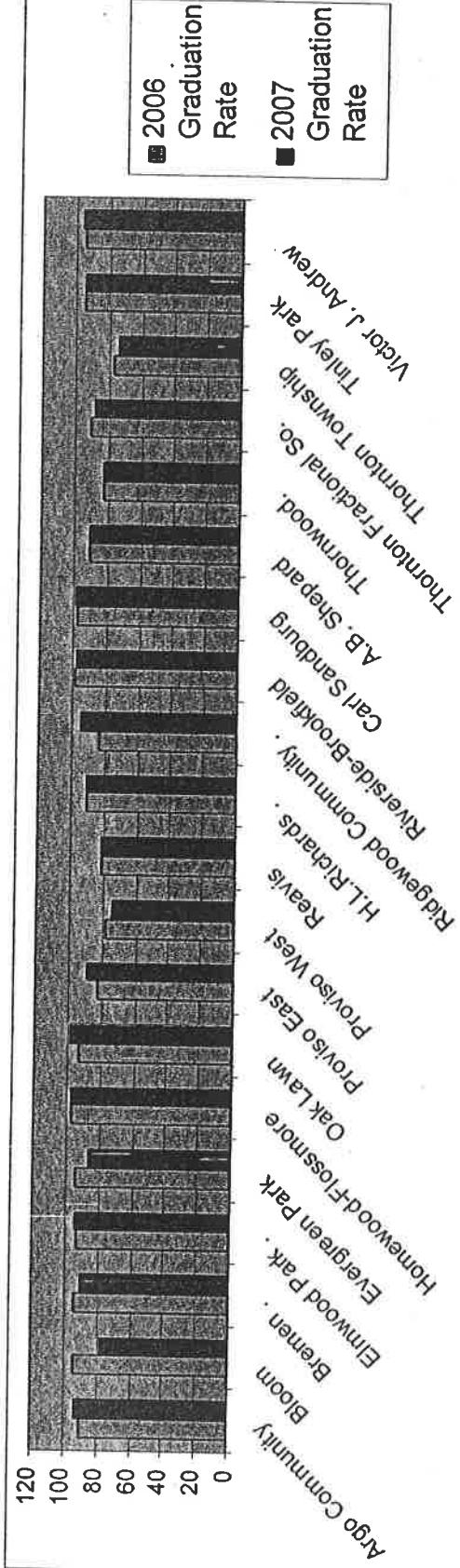
\* Source: Illinois State Board of Education 2006/2007 School Report Cards



## Drop-Out Rates

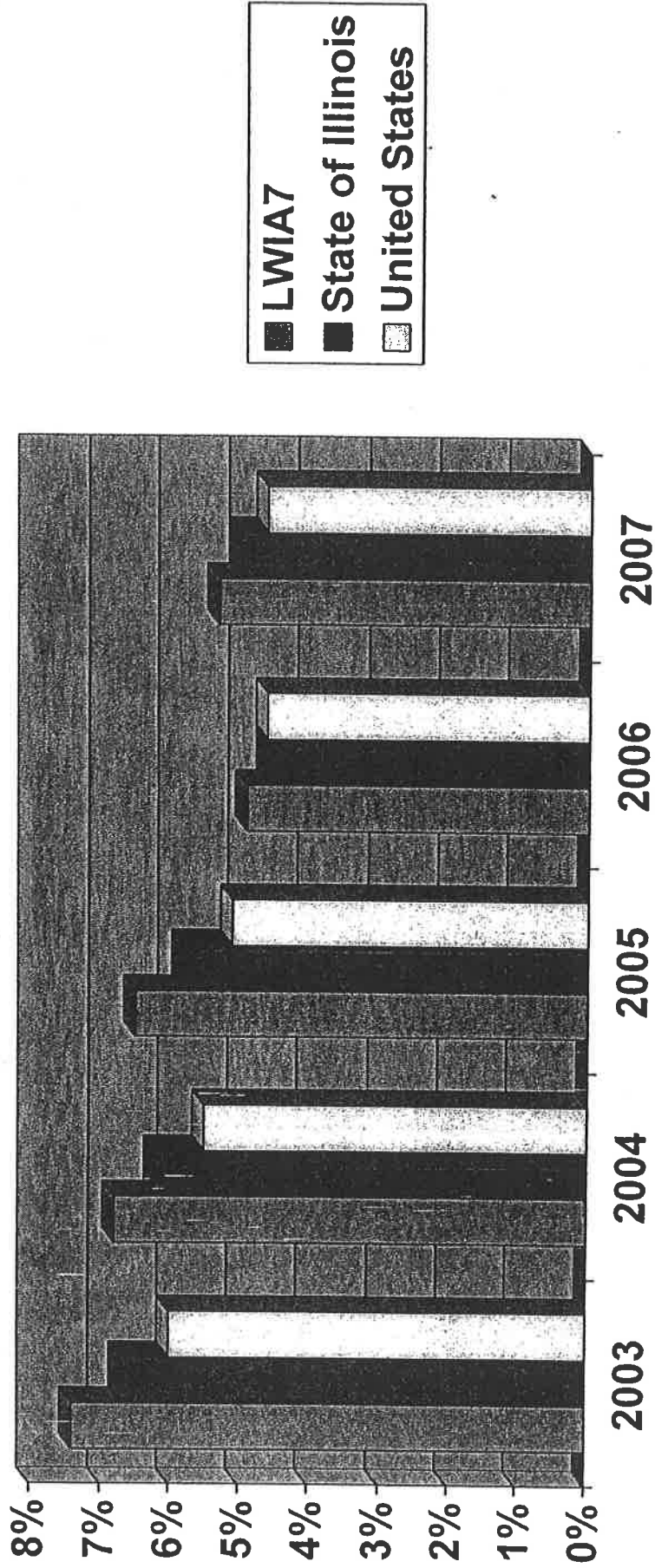


## Graduation Rates



Section III-Workforce Information  
B. Unemployment Rates\*

Unemployment LWIA7, State of Illinois, and the United States Statistics for  
2003 – 2007



\*Source: Illinois Department of Employment Security

# Section III-Workforce Information C. Business Closures

Company	Event Number	Affected #	Initial Onsite Date
<b>2008 Quarter 1</b>			
Value City Department Store	20080104001	117	1/15/2008
<b>2007 Quarter 1</b>			
Cim Companies	20070323001	71	4/11/2007
Circuit Court of Cook County	20070320001	1700	2/21/2007
Dominick's Finer Foods & Safeway, Inc.	20070206004	277	3/19/2007
Lamanalis Plastics Inc.	20070309003	51	4/11/2007
Online Data Corp	20070109004	76	4/11/2007
Thompson Steel Company Inc.	20070314002	80	4/10/2007
<b>2007 Quarter 2</b>			
Abanco International, Llc	20070522002	73	
Akzo Nobel Surface Chemistry, Llc	20070516001	51	
Circuit Court of Cook County	20070521002	413	4/25/2007
Climortgage	20070523002	104	8/16/2007
Laidlaw Education Services	20070614001	62	8/02/2007
Target Store	20070414001	115	
<b>2007 Quarter 3</b>			
Unilever Foodsolutions	20070803001	59	6/08/2007
<b>2007 Quarter 4</b>			
Empire Today, Llc	20071009001	95	10/09/2007
Exel/Home Depot	20071022001	117	
Jays Foods, Inc.	20071017002	104	
Olmco Packaging Company	20071206003	50	
Publisher's Circulation Fulfillment	20071015001	150	10/09/2007
<b>2006 Quarter 1</b>			
Bnc Mortgage, Inc.	20060201005	59	
Greif	20060223001	100	1/24/2006
<b>2006 Quarter 2</b>			
Cub Foods	20060530003	75	5/25/2006
Dominick's Finer Foods and Safeway, Inc.	20060515001	75	6/26/2006
JP Karris, Inc.	20060530002		
Chicago Castings Company Llc	20060412003	297	3/28/2006
Parco Foods, Llc	20070928001	319	4/26/2006
<b>2006 Quarter 3</b>			
American Licorice Company	20060911004	147	9/27/2006
Warner Company	20060927002	230	10/13/2006
Dominick's Finer Foods & Safeway, Inc.	20060831001	74	9/18/2007
<b>2006 Quarter 4</b>			
Cub Foods	20061129001	295	10/25/2006
International Truck & Engine Corp	20061108002	179	

POET Accountability & Accomplishment Report

